



NOTICE OF MEETING
The Regular Meeting of the
CEDAR RAPIDS CIVIL RIGHTS COMMISSION
DEVELOPMENT AND PERSONNEL COMMITTEE MEETING

Will Be Held

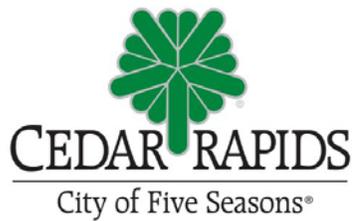
Monday, September 19, 2016 at 2:30 PM

Veterans Memorial Conference Room
50 2nd Avenue Bridge, 4th Floor, Cedar Rapids, IA

A G E N D A

- I. Call to Order
- II. Public Response
- III. Approval of Minutes
- IV. Closed Session
 - **The Development & Personnel Committee may meet in closed session to discuss and evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Closed session is authorized by Iowa Code Sections 21.5(1)(i) (2015).**
- V. Public Policy Development and Review Process
- VI. Adjournment

NOTICE: Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.



City of Cedar Rapids
Civil Rights Commission
Development & Personnel Committee Meeting Minutes
Thursday, October 8, 2015
2:00 PM – 3:00 PM

Commissioners Present: Ms. Laura O'Leary, Chair
Mr. Keith Rippey
Mr. Keith Wiggins

Staff Present: Ms. LaSheila Yates, Executive Director

I. **Call to Order**

Laura O'Leary, Chair, called the meeting to order at 2:00 PM.

II. **Public Response**

No public present.

III. **Approval of Minutes**

The previous meeting minutes were approved.

IV. **Closed Session**

1. **The Development & Personnel Committee may meet in closed session to discuss and evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Closed session is authorized by Iowa Code Sections 21.5(1)(i) (2015).**

The Committee went into Closed Session at 2:02 p.m.

The Committee returned to Open Session at 2:25 p.m.

The meeting was adjourned at 2:26 PM.

Respectfully submitted by Alicia Abernathey



To: Civil Rights Commission Development & Personnel Committee Members
Through: Executive Director LaSheila Yates *LS*
From: Investigator Judy Goldberg *JG*
Subject: Recommendation to establish a Civil Rights Public Policy Development and Review Process
Date: September 13, 2016

The purpose of this memo is to present a recommendation for further action.

Issue:

The Cedar Rapids Civil Rights Commission has the opportunity to create a Public Policy Development and Review Process for updating Chapter 69 of the Municipal Code and other community impact policies within the Commission's scope of authority.

Background:

Various City Departments use a public policy development and review process to ensure proposed policy changes are fully considered and include stakeholder feedback. For example, the Housing Services Division of the Community Development Department uses such a process when identifying regulatory and discretionary changes for HUD projects. This process would take into consideration feedback from various stakeholders when making changes to Chapter 69 of the Municipal Code and other community impact policies within the Commission's scope of authority. Staff recommends working with the Development and Personnel Committee to develop such a public development process. Once approved by the committee, a recommendation will be brought back to the Commission for approval.

Project Overview:

This process will be submitted to the Development and Personnel Committee for its consideration. Once a final process has been approved by the Committee, it will be submitted to the full Commission for its review.

Preliminary Proposed Public Policy Development and Review Process:

- **Verify and Define the Problem:**
Who will be affected? What is the cause? Will the solution require a change in policy, practice or both?
- **Explore Alternatives:**
Research and consider pros and cons of proposed solutions and review with potentially affected stakeholder representatives such as Landlords of Linn County for a housing change or Catherine McCauley Center for a change affecting nationality.

Depending on the type of changes being considered, they may also need to be reviewed by HUD, the City Attorney, and/or the City Council.

- **Develop a Preferred Alternative:**
Present recommended alternative and implementation steps to Development and Personnel Committee and relevant stakeholder representatives.
- **Get Authorizations:**
Present recommendation to Commission, and if necessary to City Council.
- **Implement Approved Changes:**
If approved, notify stakeholder representatives and implement changes, documenting results and any needed improvements. If rejected, go back to the drawing board and determine if there is another feasible solution.

Action/Recommendation:

Staff recommends using the Public Policy Development and Review Process for updating Chapter 69 of the Municipal Code and other community impact policies within the Commission's scope of authority.

Next Steps:

Attached is a Standard Operating Procedure document outlining the steps in this memo. Staff recommends that committee members review the SOP and bring with them suggested changes to discuss at the next regularly scheduled Committee meeting.



Standard Operating Procedure Public Policy Development and Review Process

PROCESS/TASK: Public Policy Development and Review Process

DEPARTMENT: Cedar Rapids Civil Rights Commission

DATE: September 2016

PURPOSE: To create Standard Operating Procedures to ensure that stakeholders are informed and provided the opportunity to give feedback and proposals are fully considered before any changes are made to Chapter 69 and other community impact policies within the Commission's scope of authority.

POLICIES: See §69 Cedar Rapids Ordinance and Rules of Practice

RESPONSIBILITY:

- Person responsible: Staff and Development and Personnel Committee Members
- The designated City Department representatives shall be responsible for compliance with this SOP

PROCEDURE (Detail the Step by Step Process):

Verify and Define the Problem

1. Commissioners and/or Staff define the issues to be addressed and reviewed
2. Commissioners and/or Staff determine who will be affected
3. Staff researches and determines the cause of the issue and brings research to Development and Personnel Committee Members
4. Development and Personnel Committee Members and/or Staff determine if the solution will require a change in policy, practice or both

Explore Alternatives

1. Staff researches and considers pros and cons of proposed solutions and who the potentially affected stakeholders are
2. Staff presents findings to Development and Personnel Committee Members for review and modification
3. Staff presents proposed solutions approved by Development and Personnel Committee to affected stakeholder representatives. (Depending on type of changes, stakeholders may include HUD, the City Attorney and/or City Council)

Develop Preferred Alternative

1. Staff presents recommended alternative and implementation steps to Development and Personnel Committee for review and modification
2. Staff presents recommended alternative and implementation steps approved by Development and Personnel Committee to relevant stakeholder representatives

Authorization

1. Staff and/or Development and Personnel Committee Members present recommendation to Commission and, if necessary City Council, HUD, Iowa Civil Rights Commission, and/or enforcement agencies impacted by the proposed amendments

Implement Approved Changes

1. If approved, Staff notifies stakeholder representatives and implements changes
2. Staff documents results and makes note of any needed changes
3. If rejected, Staff and Development and Personnel Committee Members meet to discuss whether there is another feasible solution